

# Federal City Performing Arts Association

## Board of Directors Meeting Minutes

DRAFT

Wednesday, October 18, 2000  
2801 M St., NW, Washington, DC

**Present:** Fred Boykin, Steve Herman, Harold Lewis, Mark Ohnmacht, Kathy McGee, David Streit, Harvey Cohen, Bob Reeg, Todd Paul, David Akridge, Bill Gannon, Barry Bugg, Wallace Whitworth  
**Absent:** ~~Mark Ohnmacht~~  
**Staff:** John Perkins, Jeff Buhrman  
**Guests:** None

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### 1. Call to Order

President Boykin called the meeting to order at 7:02 PM.

### 2. Open Forum

Boykin opened the floor to additions to the agenda.

### 3. Approval of Minutes

After amendments offered by Perkins, *Reeg moved to approve the minutes, Herman seconded. Unanimously approved.*

### 4. Music Division Report

Buhrman stated that the 2000/01 Concert repertoire would be presented for approval of the Board in November. Buhrman informed the Board that there would be a Regional Gala Festival in 2001/02 season and we would be planning on attending. The Holiday Concert rehearsal schedule was presented. Buhrman said that he planned to have all of our Concerts recorded live this season since these recordings were generally superior to those done in a recording studio. The recording at the Holiday Concert had already been arranged. The concerts in spring will also likely be recorded in New York and Boston. The Holiday Concert dress for the first half may be altered and that will be determined by a vote of the Chorus members. Buhrman let it be known that he had conversed with Chorus members about the use of the Chorus discuss list and encouraged them to use it in a positive manner. Boykin agreed and recommended that each Board member keep a positive demeanor on the announce list. Reeg asked who was able to use the announce list. Boykin stated that it was open to Committee Chairs and the Executive Committee. Buhrman noted that the Drag Tag Sale was an overwhelming success. He presented a suggested apportionment of the proceeds to the costume expenses of each concert period. Buhrman made a plea to Board members to encourage others to help with costume design. Buhrman let the Board know that at the behest of the Executive Committee he had spoken with Jim Holloway about allowing his name to be attached to a restricted fund to support the commissioning of choral works. He then read a letter that Holloway had sent approving the naming of such a fund. Reeg asked about the history behind this proposed fund. Boykin clarified that the establishment of the fund had come from some of the members of the Chorus to honor Holloway for his contributions. It was stated that there was one other restricted fund for recordings, the Jim Richardson fund. Cohen asked that the members who initiated the formation of this fund be given the opportunity to make the initial contributions. Boykin stated that the Finance Committee will now be given the authority to designate the fund requirements and present it to the Board at a later date. There was some concern voiced about the fund competing with other fundraising. Buhrman recommended that the fund be announced at the 20<sup>th</sup> Anniversary concert. *McGee proposed that the Board accept the revisions to the Budget that added the Drag Tag Sale revenues to cover costume expenses this season, Paul seconded. Unanimously approved*

### 5. Finance Report

Lewis presented the report. He stated that the audit had been completed and presented the final report.

The first set of this season's financial statements were also presented to the Board and Lewis discussed the initial findings. The season was progressing fairly close to expectations. Lewis pointed out that there was a concern about cash flow but that it should be alleviated once membership dues started to come in. Lewis then encouraged questions. Boykin proceeded to go through an initial explanation of how the financial statements were set up and how to interpret their data. Perkins clarified how the ticket sales were broken out in the budget. Boykin stated that there were more detailed budget statements for individual committees and asked that Lewis provide them for the committee chairs each month. Boykin asked that the Board be patient with Lewis as he gets up to speed on the budget recordation process. Boykin offered to go into more detail with new Board members outside of the meeting. Lewis gave a brief overview of the budget presentation that would be given to Chorus members at the annual Retreat. Reeg asked that the financial challenges of this season be presented to the Membership in a straight forward fashion. Cohen encouraged Boykin to present our Board Retreat resolutions to the Membership at the Retreat meeting as well. Perkins also pointed out that our improvement in deficits over the past year improved dramatically.

#### 6. Executive Director's Report

Perkins reported that the auditor was pleased with our improving financial situation and the very small reduction in assets that were incurred last season. He commended the Board on its financial commitments this season and felt that the Corporation could finish in the "black" this season if it adhered to its goals. Perkins stated that we had changed companies for the Board insurance due to a downgrading of our insurer and reported that the new insurer was actually less expensive. Perkins commended his new assistant, David Robison, on being a quick study and a great help to the efficient operation of the Chorus office. Perkins noted that he has been working with Whitworth, chair of the Development committee, on targeting major donors to the Chorus. He stated that the Fall Phonathon is slated for November 28<sup>th</sup> and 29<sup>th</sup>. There would be a mailing prior to the Phonathon to promote donations to the Chorus. Whitworth added that he would like to make it a Board initiative and have Board members man the phones to keep the Chorus from being over taxed in this effort. He encouraged all Board members to participate. Whitworth acknowledged that Keith Carter, a professional fundraiser and Chorus supporter, had volunteered to head the Phonathon effort. Boykin stated that Chorus members would not be part of the contact list for the Phonathon, as they already contributed a substantial amount of time and money to the well being of the Chorus. Perkins pointed out that this would be a good time of the year to solicit contributions since they were tax deductible and it was near the end of the year. Perkins noted that a Corporate list of prospective donors had been compiled and that is was about one hundred companies that will be solicited this season. Herman also suggested making a pitch to people who attended the Holiday concert after their attendance to solicit donations. Reeg voiced concern about a redundancy of solicitations. Boykin asked that these ideas be emailed to Whitworth. Reeg asked for a job description for the Executive Director's assistant. Boykin took the opportunity first to acknowledge what a great job Robison was doing in the position. Perkins stated he was happy to provide a job description but also pointed out that the duties would be under his purview and would likely be subject to revision. Akridge noted that in most non profits that such a job description was not normally presented to the Board. Reeg voiced a concern that the Board would be asked by the Membership about his duties and needed that information. Buhrman and Streit concurred that the Board needed some input on the job description.

#### 7. President's Report

Boykin commended the Board members for getting the season off to a very productive start. The notable lack of crises spoke well of the Board commitment. Boykin also acknowledged the Music staff for its hard work and impressive accomplishments. He was very impressed by the positive energy that has pervaded the Chorus this season. Boykin passed out to each Board member a form to detail what each member had contributed to the financial well being of the Chorus. He asked that they be returned to him in the next week and that they should be updated each month. Several Board members made comments to encourage each other to achieve their financial commitment of \$2000 or more.

#### 8. Old Business

Herman presented the latest update to the GMCW functional chart. In the course of the discussion, McGee noted that non-Chorus member Board members could use some help in recruiting volunteers as they normally come from the Chorus members. She also pointed out that the Merchandising committee, which she chairs, would be making sales at the Cap Club Gala on November 1. Paul questioned what was being done to update the Chorus web site. Boykin stated that Corey Bent was in charge. There was concern expressed about the design of the web page. Gannon suggested that there be a timetable to update the web site. After some conversation, it was recommended by Cohen that there be a separate Marketing web site development. Akridge stated that he had access to a graphic designer that could help in this aspect. Herman suggested that web site and data base management be separated with Bent working on the data base portion of the development. Reeg proposed that there be a meeting of interested parties to work on the data base development. Herman then presented a format to be used to document the duties, volunteer needs and timelines of each committee to aid chairmen and volunteers in future seasons. Boykin asked Herman to present the committee chairs with a more detailed list of needs for the development of these documents.

**9. New Business**

Cohen advanced a proposal to distribute a PDF format of the Chorus roster by email. This would reduce the cost of printing out the roster for each member. There was some concern expressed about the confidentiality of such a document and the misuse of the mailing list outside of the concert. These issues were addressed and it was agreed that a PDF format would not be a significant compromise from the current hard copy of the Chorus roster. Cohen made it clear that the roster would still be available in hard copy to those that did not have computer access. Gannon reminded the Board of the Capital Club Gala that will be held on November 1. He acknowledged the support staffs help in the mailing associated with the Gala. He requested that all Board members be present at the event. He also noted that there would be a social event for Capital Club donors to meet the Conductor, Buhrman. Gannon noted that the feedback for potential Capital Club membership was encouraging and noted that Robert Winter, Capital Club Secretary, had been instrumental in data base organization for the donors. Streit noted that the Auction committee had been formalized and that he would be making a formal presentation to the Board in November. He encouraged each Board member to take an active role in getting donations for the Auction. Streit also presented an email message from a member of the Chorus expressing his gratitude for the kindness that the Chorus had extended to him in the past and that it should be an inspiration to all of us to do more.

**10. Adjournment**

***McGee moved for adjournment, Paul seconded, Unanimous in favor.***

Respectfully submitted,

David Streit – Secretary, FCPAA

*GMCW affirms the Gay experience and promotes a culture of diversity through musical and performance excellence*